

Collections & Distribution Supervisor - 2361

Primary Reason Why Classification Exists

To supervise and participate in the installation and maintenance of municipal water and sewer lines and related structures.

Distinguishing Features of the Class

An employee in this class is responsible for supervising and participating the activities of a water and sewer pipe maintenance crew. Emphasis of the work is on water and sewer tap installation, repair of water and sewer breaks, flushing sewer blockages, locating and raising lost man holes, inspection of water main interiors through use of TV inspection equipment, and other pipe maintenance functions. Work may also include installing, repairing or replacing water hydrants. Employees in this class exercise on-site independent judgment about completion of work process and meeting safety standards. Work is performed under the direction of a Collection and Distribution Superintendent or other official and is evaluated on the basis of attainment of individual and team work objectives, safety of employees, crew leadership, and observation and inspection of completed jobs.

Illustrative Examples of Work

- Supervises and participates in the operation of maintenance equipment including pickup and dump trucks, boring machines, air compressors, jackhammers, tamps, tapping machines, line locators, rodding machine, TV inspection equipment, and various hand tools; trains personnel in the use of jet or rodding truck to unstop blockage
- Contacts police department, electrical department, and street departments to advise of repair schedules and need for their support such as traffic control or blocking roadways
- Evaluates workplace conditions and applies industry standards for safety precautions including employees to lay out traffic cones, barricades, and flashing lights as well as protective gear
- Makes work assignments and participates in the installation or repair of broken water and sewer mains, manholes, and outfall lines; reads maps and locates and turns off valves; digs asphalt around leak area; determines severity and location of problem; repairs leak with a clamp or sleeve; backfills and tamps soil and fills with concrete or asphalt
- Fills out work orders and makes individual and team assignments, time lines for completion, materials and tools to be used, and assessment of completed work
- Installs, repairs, or replaces water meters; conducts water flow and quality tests as part of servicing priority; renews water and sewer taps by digging out existing tap, connecting new tap, and backfilling and tamping down earth; may sod and seed area with grass seed
- Conducts tests of pressures on water hydrants; installs, repairs, or replaces water hydrants
- Makes recommendations on employee work performance, disciplinary actions taken, and public relations issues to management
- Meets with the public, homeowners, and business owners; explains of basis of actions to be taken and the end result when completed
- Performs related work as required

Knowledge, Skills, and Abilities

- Thorough knowledge of installation and maintenance practices for water and sewer services, water drainage design, asphalt and concrete pavement maintenance, and snow and ice removal and control
- Knowledge of fundamental soil characteristics indigenous to the area
- Knowledge of effective supervisory principles and practices
- Knowledge of occupational health and safety practices required in performing water and sewer pipe maintenance and when working in traffic control zones
- Knowledge of the purpose and operational requirements of heavy equipment
- Knowledge of municipal water and sewer line locations, connections, and pressures
- Skill in operating heavy equipment used in water and sewer pipe maintenance
- Ability to plan, organize, train, and supervise the work assigned to employees in the street maintenance division; ability to evaluate employees on performance and make recommendations for employee rewards and discipline
- Ability to communicate effectively, both verbally and in writing, with all levels of employees in the City, citizens, business representatives, and public officials; ability to explain work to be performed and end results to be expected
- Ability to understand and comply with supervisory instructions
- Ability to identify and report maintenance needs of various pipe maintenance structures
- Ability to read blueprints and engineering maps
- Ability to work in varied weather conditions for extended periods of time
- Ability to be recalled to work, including nights and weekends, as dictated by the needs of the City for varied labor tasks

Physical Requirements

Work in this class is defined as heavy work requiring physical exertion of in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of frequently, and/or up to 20 pounds of force constantly to move objects. Employee has to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work assigned. Employee must have the stamina to work for extended periods some of which in emergency situations.

Working Conditions

Work is performed primarily in outside environmental conditions including extreme heat and cold with snow and ice. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to vibration, such as exposure to oscillating movements of the extremities or whole body and is also subject to workplace hazards including proximity to moving mechanical parts or exposure to chemicals, oils, fuels, and potential for blood borne pathogens in raw untreated sewage. Employee is subject to atmospheric conditions due to exposure to fumes, odors, and dusts and may work in close

quarters, crawl spaces, shafts, man holes, small areas of sewage and water lines, and other areas which could cause claustrophobia.

Education

Graduation from high school or GED equivalency; additional education and coursework in construction management is desired

Experience

At least 4 - 6 years field experience in the installation and maintenance of water and sewer lines and related utility infrastructures; prior supervisory experience is preferred

Special Requirements

- Valid North Carolina commercial driver's license (CDL-A with air break and tanker endorsement)
- Certified in CPR & First Aid
- Certification of Level "B" Water Distribution and Level "II" Sewage Collection from the North Carolina Department of Environmental & Natural Resources
- Competent Person Certification

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The City of Newton reserves the right to assign or otherwise modify the duties assigned to this classification.

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